

**COMMUNITY SERVICE CLERK - POLICE SSB  
TITLE 50040, SUBTITLE 01, NON-EXEMPT  
OPERATIONS BAND  
OPEN UNTIL FILLED**



**SCOPE OF WORK:**

Performs a variety of police services, special assignments, technical and administrative tasks in support of the police department.

**ESSENTIAL JOB DUTIES:**

- \* Participates in a variety of law enforcement activities which include preparing reports on crime and activities, appearing in court for criminal, civil, and other law enforcement matters.
- \* Operates department computer equipment to review records, inquire about activities and programs, and input various data.
- \* Communicates with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.
- \* Performs data entry of reports that have been submitted by other employees.
- \* Serves as building security by monitoring with security cameras.
- \* Performs all other duties as assigned.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Works irregular hours including weekends, holidays and extended hours in emergency, disaster or other situations influenced by workload, staffing difficulties or equipment related repair problems. Must be able to communicate clearly under what, at times, could be highly stressful situations.

**REQUIRED CONTACTS:**

Interacts and works with citizens regarding existing and potential law enforcement and crime prevention problems and responds to requests and inquires from the general public. Communicates with news media personnel and provides the release of information in accordance with applicable guidelines.

**REQUIRED QUALIFICATIONS:**

**Knowledge, Abilities and Skills**

Knowledge of Administrative Directives of both the City of Midland and the Police Department. Knowledge of pertinent Federal, State, and local laws, codes and regulations; interprets and applies as necessary. Knowledge of technical aspects of crime prevention and law enforcement including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property. Knowledge of the geography of the city and the surrounding vicinity. Knowledge of operational characteristics, services, and activities of a patrol program. Skill in communicating clearly and concisely, both orally and in writing. Skill to plan, organize and manage time effectively. Ability to work independently in the absence of supervision. Skill to resolve a variety of situations characterized by conflict or danger. Knowledge of law enforcement and criminal justice system principles.

**Minimum Education, Experience and Certification**

High School graduate or GED equivalent. Some college or experience as a police officer preferred. Must be a resident of Midland County at the time of employment. Must possess a valid Texas Class "C" drivers license. No felony convictions, history of criminal or improper conduct, or poor driving record which may affect suitability for law enforcement work. If prior military service, must have an honorable discharge. Must be able to perform 30 key strokes per minute on a data entry test.

**WAGES & HOURS:**

\$2125/mth; Rotating Shift; Rotating Days Off